

Tau Beta Pi Officer Meeting Minutes
September 1st, 2021
7:00pm | Zoom

Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

Review Fall 2021 tentative schedule

<https://docs.google.com/spreadsheets/d/1FFqiqYWFMI1ss9aOwoL-XSo-e-xYmNZ/edit?usp=sharing&oid=103784119884924591356&rtpof=true&sd=true>

High level overview of events:

- General body meeting/initiate orientation:
 - Record attendance
 - Cookies/donuts/something
 - Hybrid???
- Personal meetings/interviews
 - Candy exchange?
 - In-person
- Signature book party
 - Has been virtual for the past two semesters, would like to be in-person
 - Details to come...
- Adopt-a-Highway
 - Coordinate with KDOT
 - Supplies (gloves, trash bags, water bottles)
 - Serve pizza afterwards
- KS Hill
 - Coordinate with Dean Fund?
 - Vice President
 - Supplies are crucial (white wash mix, mixers, etc.)
 - Serve pizza afterwards
- Initiation and Banquet
 - Reserve space in the Union
 - Catering
 - Guest speaker

Officer descriptions

- Vice President
 - Organization of service projects:
 - KS Hill
 - Highway cleanups

- Corresponding/Recording Secretary
 - Submitting reports to TBP headquarters (“nationals”):
 - Eligibility report
 - Initiation
 - Final action
 - Username/password for TBP reporting system
- Treasurer
 - Bank account is through K-State
 - Lots of record keeping
 - Make sure dues money from initiates is paid
 - More information in officer document
- Membership coordinator
 - Communication with potential new initiates
 - Coordination of new member event sessions, signature books, etc.
 - Answer any questions that potential new initiates may have
 - Alex and Will coordinate on this position

Vacant officer positions:

- Events coordinator -- Will was last year
- Media coordinator
- Awards chair

Methods of Communication:

- GroupMe: Gather phone numbers, quick communication
- Discord for general body members?
- Slack: File sharing

Misc.

- Virtual recruiting fair: October 18-19. More details to come...
- National convention: Knoxville, TN (Oct 21-23)
 - President: funded by TBP HQ
 - Second attendee: needs to apply for funding
- Upcoming “chapter chats” hosted by TBP HQ
 - Chapter Reporting (9-21) → Keegan

Next week: Coordinate with Dean Fund (OOO) to get eligibility letters sent out. Figure out where to get a list of eligible students, how to print them out, where to get envelopes, etc.

Actions Items:

- Everyone good with this meeting time? Zoom or in-person?
- *E-mail headshot to Marissa for K-State TBP website.*
- Get a head start on anything needed to be done for recruitment/initiation according to your Officer Documents.

Deadlines:

- Monday, September 13th: Send letter to parents/students about eligibility???
- **Friday, September 17th: Eligibility Report due to Nationals**

Tau Beta Pi Officer Meeting Minutes
September 8th, 2021
7:00pm | Zoom

Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandebos

General business:

- Service events: one on Saturday, one on Sunday.
- Dean Fund probably won't be able to attend initiation.
- We still have bents to distribute from last Spring's initiates. How do we want to handle this?
 - Email members and have them pick it up sometime in the Engineering building.
- Make sure new initiates fill out a catalog card 2 weeks PRIOR to initiation so that Nationals has time to mail us certificates and bents.

Review Fall 2021 tentative schedule

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- Solidify dates for all large events.
- Location of initiation/banquet?

[Passwords.xlsx](#)

PRESIDENT (Marissa)

- Ensure that letters to parents are sent out.
- Ensure that emails to eligible TBP members are sent out with the date of prospective member information session.
- Ensure that the eligibility report is submitted.
- Work with the secretary and membership coordinator to ensure the Eligibility Report is filled out correctly.

VICE PRESIDENT (Alex)

- Work with membership coordinator to mail letters to parents and email potential new initiates.

CORRESPONDING SECRETARY (Keegan)

- [Roles Responsibilities - Corresponding Secretary.docx](#)
- <https://www.tbp.org/off/membershipSubmit.cfm#Eligibility>
- Work on filling out and submitting Eligibility report (Excel sheet). Contact Marissa or Dean Fund with any questions.

- [TBP_membership_coordinator_instructions.docx](#)

MEMBERSHIP COORDINATOR (Will)

- Work with the Corresponding Secretary to obtain the list of eligible members (+ parents and addresses). Contact Alex for questions.
 - Mail merge letters to parents in a Word document
 - Save them to a flash drive and coordinate a time with Dean Andy Fund to print letters out in his office. Also get envelopes for letters.
 - Stuff envelopes (or give to Marissa to stuff).
 - Drop off sealed envelopes to Dykstra Hall (or give to Marissa to drop off).
- Email all eligible TBP members (email template in Google Drive).

TREASURER

- Schedule meeting with Chassy Nichols to go over financials and payment information.

Tau Beta Pi Officer Meeting Minutes
September 15th, 2021
7:00pm | Zoom

Presiding:

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Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

Review Fall 2021 tentative schedule

<https://docs.google.com/spreadsheets/d/1FFqiqYWFMI1ss9aOwoL-XSo-e-xYmNZ/edit?usp=sharing&oid=103784119884924591356&rtpof=true&sd=true>

Review Google Drive organization

~~Review checklist of Fall required reports:~~

<https://www.tbp.org/off/eNotes/Reportingchecklists2017.pdf>

Review Initiation Checklist

<https://www.tbp.org/off/InitiationChecklist.pdf>

Officer Updates

- President
 - Update on eligible member info session RSVP
 - Parent letters are mailed out
- Vice President
- Corresponding Secretary
 - Eligibility report submitted? Dean Fund's question?
- Membership Coordinator
- Treasurer
 - Meeting with Chassy? Financials update?

Kickoff Events

Eligible Member Info Session and General Body Meeting

Will separate meeting with Marissa if it would be helpful?

- **Kickoff info session**
 - Marissa, Alex and Will develop slideshow
 - Will (and maybe Alex) presents slideshow, highlights benefits and requirements, goes over schedule
 - Marissa ends with benefits of TBP
- **General Body Meeting**

Highlights of general body presentation:

- Overview of TBP - "welcome back to the semester"
- Virtual Recruiting Fair! - open to everyone
- Constitutional Amendment and Ratification Ballet - required by Tau Beta Pi HQ
 - Send in follow-up email.
- TBP graduation regalia
- TBP merchandise
- Serve cookies =)
- Marissa introductions
- Divide up presentation slides
- Advertise open positions (Media Coordinator, Events coordinator, awards chair), emphasize low commitment outside of larger events. Keegan graduate in December.
- Marissa might reach out to individual members who are good candidates for open positions.
- After meeting: two forms -- survey and service events and banquet RSVP
 - "On a scale of 1 (low) to 5 (high), how involved would you like to be in Tau Beta Pi?"
 - Other than service events, what other events would you like to see?
 - Do you have any suggestions for the executive team on how to improve our chapter?

Personal Meetings

- Wednesday. Makeup on Thursday
- Best location to have it in?
 - **Ground floor** might be too crowded depending on where we have it at
 - Figure out where to get tables for each station
 - *Talk to Lane Swanson*
 - Marissa will hold virtual make-up personal meetings individually.

Signature Book Party / Pizza Party / Halloween Bent Decorating Party

- Wednesday
- Invite both eligible initiates and general body members.
- SHOULD WE HAVE INITIATES BIND THEIR SIGNATURE BOOKS - just staple
 - *Ask Dean Fund about meeting with TBP faculty members*
- Could act as a social event as well.
- Serve pizza and PUMPKIN PIE???

Decide on space to rent for initiation and banquet.

- West Ballroom

- KS Ballroom
- WHERE TO GET TABLES AND CHAIRS???

LAST QUESTION: meet Tuesday night (briefly) for the next few weeks since all our events are on Wednesday?

Meeting with Dean Fund, 09/20/21

1. Would faculty members want to sign TBP signature books? Or would they not want to be bothered?
 - a. Get a few faculty signatures
2. Confirm who checks need to be made out to for dues: Kansas State University?
 - a. YES
3. For academic standing we have gone by which classes a student is enrolled in. Is it ok for them to be enrolled in EP2 and Calc 3 or do they have to have already finished taking those classes?
 - a. Juniors who have not yet completed these courses are not yet eligible
 - b. If they've transferred over those classes from another college → OK.
4. What is the ground floor of the Engineering building called? Ground floor atrium?
 - a. Atrium outside of the design suites
 - b. DUE design suite atrium
5. Adopt-A-Highway
 - a. Waivers?
 - b. Anything else we need from KDOT other than vests and trash bags?
 - c. Where to get gloves from? Supply closet?
6. K-Hill
 - a. Alex schedule meeting

**Alex schedule meeting and Marisa and Alex coordinate meeting times
Saturday october 9th K-Hill instead? Because Dean Fund can't make it**

- Does anybody have a truck???
- We have all the materials already
- Renting hedge trimmers

Paz-lee

Send dues to Nationals after initiation!

Election report

- Everyone is "elected"
- Those who are interested we "accept election"

- These people fill out catalog cards
- Those that are not interested or do not respond "refuse election"

Tau Beta Pi Officer Meeting Minutes
September 28th, 2021
8:15pm | Zoom

Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

Personal Interviews: Wednesday, September 29th at 5:30pm, Ground Floor of Engineering (officers arrive at 5:20pm)

- [Personal Interview Fall 2021](#)
- Expecting around 20-25 eligible initiates to show up
- Divide up interview questions among officers
- Each officer brings their laptop and stands at a table; initiates will form lines and answer a question.

Signature Book Party and Bent Decorating Social: Wednesday, October 6th at 5:30pm, Engineering Atrium (officers arrive at 5:20pm)

- Marissa will buy Halloween decorations
- 10 RSVP's so far, mostly general body
- Reserve 8 tables?
- Not sure if all eligible initiates will show up
- Estimating 25 people?
- Food options:
 - Canes: 75 chicken strips for \$78.99 (feeds 25)
 - 2 Cheese pizza ?? Dominos
 - Varsity Donuts? For dessert!
- Who wants to pick up the food? → **Alex**
- Jacob order food on Monday

Officer Applications

Ethan Wheeler

Marissa,

I am interested in running for an executive board position as Media Coordinator. I would like to continue to utilize and improve my abilities in a position that closely resembles my role as Webmaster in my 4-H club in High School. Also, I would like to learn more about TPB and its history while more completely understanding how our TBP chapter works in relation to other chapters. I believe that making contacts and forming friendships within our chapter while holding this position would more easily allow me to accomplish this.

Top 3 choices:

1. Media Coordinator

2. Corresponding Secretary

3. Events Coordinator

Connor Flynn

Election Report

- Keegan submit

Tau Beta Pi Officer Meeting Minutes
October 5th, 2021
8:15pm | Zoom

Presiding:

President: Marissa Shivers
Vice President: Alex Hill
Corresponding/Recording Secretary: Keegan Taylor
Treasurer: Jacob Milburn
Membership Coordinator: Will Vandebos
Events Coordinator: Connor Flynn
Media Coordinator: Ethan Wheeler



New meeting time: Tuesdays at 8:15pm

Welcome new officers!

- Meet afterwards briefly

TOMORROW 5:30pm: Signature Book Party and Bent Decorating Social

- **ALEX:** pick up Canes
 - Payment situation?
 - Tax exempt?
 - Be at Engineering atrium by 5:15pm
- **CONNOR:** pick up Varsity Donuts
 - Drop off at the Engineering atrium at 4:45pm
 - Already paid for
- **ETHAN:**
 - take pictures during the event
- **Will:** mark people's signature books off
- **Everyone else:**
 - Help set up at 5:00pm? (carry tables to the Engineering atrium).
 - Will
 - If not helping set up, arrive at 5:15pm.
 - Start off by serving Canes (gloves and tongs).
 - Tables will be set up for people to eat/talk.
 - There are some Halloween decorations for people to decorate The Bent.

SATURDAY, OCTOBER 9TH, 1:00PM-5:00PM: KS Hill Service Event

- Go up hill by ReStore
- Will absent
- **ALEX:** setup
 - [F2021 MASTER TASK LIST](#) ← go over

- **JACOB:** order pizza during event
 - Keegan pick up pizza
 - Take it back to KS Hill
- **ALL:** Arrive at Engineering 11:30am.
 - Marissa, Connor, Jacob, Ethan
 - Help load supplies in truck

Tau Beta Pi Officer Meeting Minutes
October 12th, 2021
8:15pm | Zoom

Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandebos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

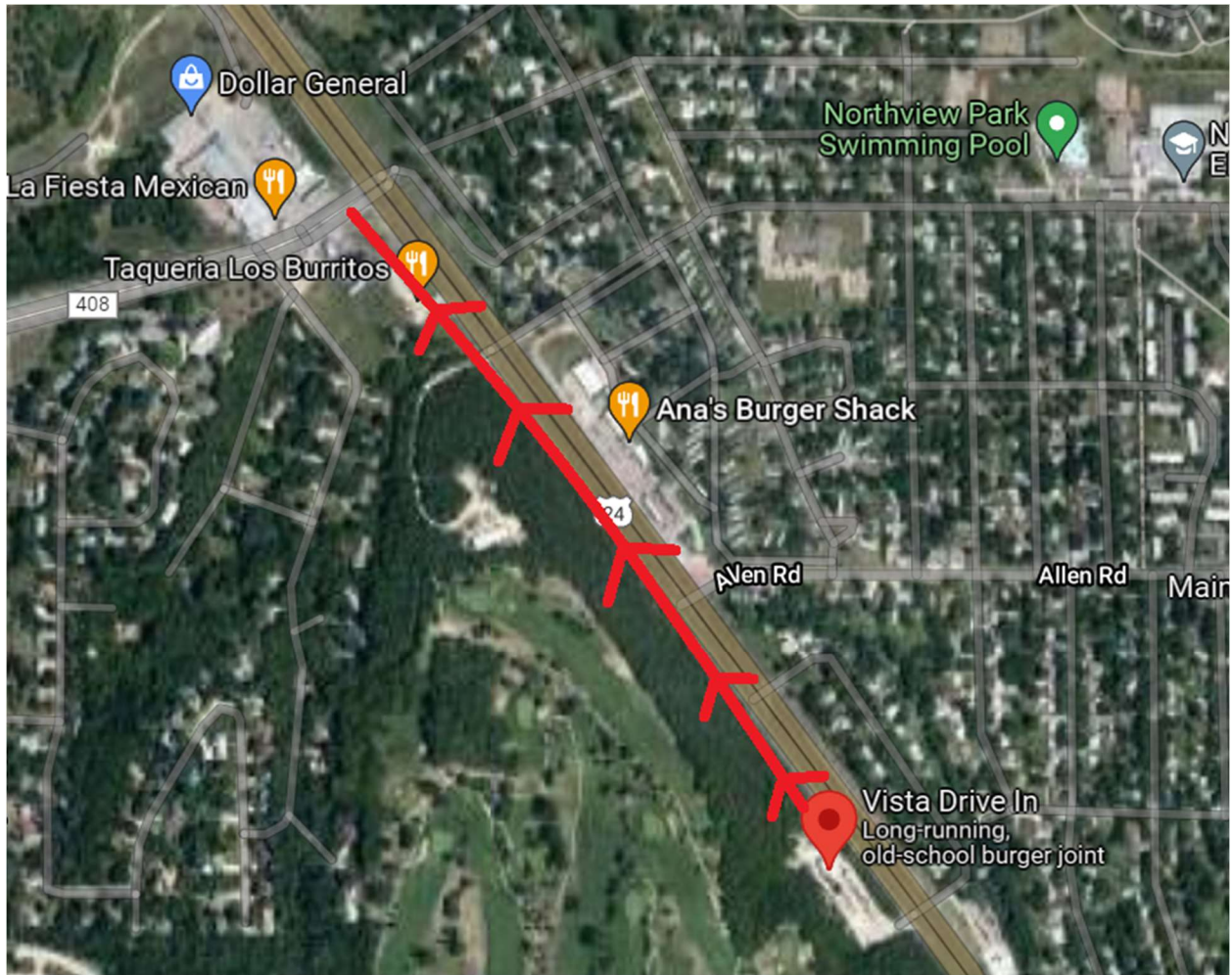
KS Hill was a success!

Adopt-a-Highway: Sunday, October 17th, 1:00pm

- Pick up vests and trash bags from KDOT in Wamego
- Buy gloves, water bottles, paper plates
- Who can pick up pizza during the cleanup?
 - Keegan
 - Get paper receipt?
- Where to eat pizza after? Goodnow Park
- Estimated around 20 people including officers, should we split groups into 2?
- Meet at La Fiesta
- **Alex print out waivers**
- Meet at Goodnow park afterwards to eat pizza

Send Ethan headshots to put on website.





Jacob → account number to bill the Union for room reservation?

- Ask Chassy

Dean Fund:

- Catering for banquet

Contact: Erin Gutsch

Phone: 785-468-3511

Email: thefarmhouseinolsburg@gmail.com

-
- Speaker for banquet
 - Brad Kramer
 - O'Keefe
 - Mike Finnegan
 - Chad Jackson
 - Talk about leadership, engineering related

Banquet

- Invite Dean O'Keefe
- Invite other advisors

Marissa: Catalog cards

- Remove Maguire
- Email nationals to remove students

Tau Beta Pi Officer Meeting Minutes
October 19th, 2021
8:15pm | Zoom

Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandebos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

Highway cleanup recap:

- 15 participants
- Too much pizza
- Keegan → receipt to Jacob
- Marissa → signed release forms to Alex or Connor

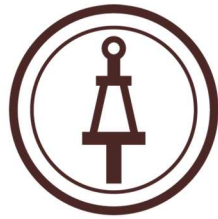
Initiation and Banquet: November 4th from 6:00pm - 8:00pm

Bluemont Room, K-State Student Union

- Dress: business professional
- Catering: Cox Brother BBQ
- Everyone will be reading a speaking part -- I will send them out when the event gets closer.
 - One person can line people up in alphabetical order and lead them to their seats.
- Let me know now if you can't make it, otherwise you are expected to attend.
- Anyone know a good professor for a speaker?

Other

- Jacob: Account number for Union billing?



Tau Beta Pi

The Engineering Honor Society

Tau Beta Pi Officer Meeting Minutes October 26th, 2021 / November 2nd, 2021 8:15pm | Zoom

Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandebos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

~~Alex/Connor: forms/supplies back to KDOT?~~

Initiation and Banquet: November 4th from 6:00pm - 8:00pm Bluemont Room (2nd floor), K-State Student Union

- Dress: business professional
- Setup (15-30 minutes before initiation): who can help setup?
 - Ethan, Alex, Will, Connor
- Speaking roles - if anyone is interested in rehearsing their speaking part or wants to pick a specific one before initiation let me know, otherwise you will be randomly assigned.
 - **ALPHA (Marissa)**
 - **BETA (Alex)** (scholarship)
 - **DELTA (Will)** (character)
 - **ZETA (Ethan)** (history)
 - Update information fill-in-the-blank
 - **CHI (Connor)** (objectives)
 - **GAMMA (Jacob)** (guide) lines candidates up alphabetically, leads candidates into the room, introduces them, and later distributes and collects the motto strips, and distributes the Bents.
 - **MU (Keegan)** acts as an assistant to GAMMA, arranging the Bents, distributing and collecting the motto slips, and *supervising the signing of the Roll Book*.
- Let me know now if you can't make it, otherwise you are expected to attend.
- Questions?

Banquet: 7:00pm

- 27 RSVPs
- Cox BBQ -- will be delivered
- ~~Fill out banquet RSVP (<https://forms.gle/PwyvuGMU4ytKBRw37>)~~
- ~~Recommendations for banquet keynote speaker? (professor, instructor, etc.)~~
 - ~~Dean Wanklyn?~~
 - ~~Dr. Wanklyn → Alex will email~~
- Executive board helps serve food
- Advertise executive board positions
- Need 2-3 people to help clean up afterwards
 - Keegan, Will, Alex
- Questions?

Required by Nationals: <https://tbp.us3.list-manage.com/track/click?u=6f06572c6173d32ad0ef8e103&id=0d8f8574eb&e=639fc42926>

~~Check out our website <https://engg.k-state.edu/tbp/>~~

~~— Take picture after initiation~~

Hand sanitizer

Paper towels

Sanitizing wipes

Tongs

Plates, silverware, cups

Napkins

Dessert (brownies, cookies)

Buns

Lemonade



Jazz Loffredo 2:24 PM

I picked up:

- Buns
- Plates
- Napkins
- Cups
- Silverware
- Serving Spoons/Tongs
- Lemonade
- Water
- Brownies
- Cookies

Tau Beta Pi Officer Meeting Minutes
January 25th, 2022
5:30pm | Zoom

Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

Membership Coordinator: Will VandenBos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler



Review Spring 2022 schedule: [Schedule_Spring_2022.xlsx](#)

All officers - begin thinking about documentation for a transition guide:

- Edit existing "Roles_Responsibilities" document and just add in that you edited information
- AND/OR: Create a new document with compiled information from your experiences.
- Strike out any outdated information (e.g. anything to do with OrgSync).

Membership Coordinator (Will):

- Letters to eligible initiates:
 - Mail merge letters into Word document: [Parent Letter.docx](#)
 - Save to flash drive and coordinate with Dean Fund to print out letters in his office. Also get envelopes.
 - Send a message in the GroupMe when letters are printed so exec can pick some up to fold.
 - Maissa will drop off sealed envelopes to Dykstra Hall.
- Email all eligible TBP members: [Member Eligibility Email.docx](#)

Media Coordinator (Ethan)

- Remove Keegan from officer page
- Update Community Service page with more recent pictures
- [Will's headshot?](#)

Potential Events:

- Underclassman of the year
 - Information: Officer Documents > Officer Guides > [Awards Chair](#)
 - Develop new application (fillable PDF) and review application questions
 - Present award at banquet
 - Update website with winner once we have one
 - Ask ESC/Steel Ring about Engineering Leadership award ceremony/reception

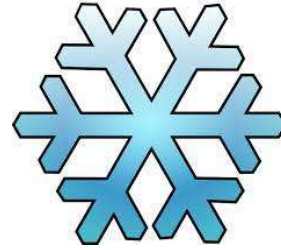
- Canned food drive
 - Last time we did it was in 2019
 - Donated to Cats' Cupboard
 - Competition within engineering departments
- Pi Day event
 - Pi reciting contest/booth/giveaway
 - Pie baking contest

Extra:

- 2022 Student Org Leadership Summit
 - Register: https://orgcentral.k-state.edu/CSI/rsvp_boot?id=375027
 - Partnership with Center for Student Involvement, Housing & Dining Services, and Mortar Board Senior Honorary.



Tau Beta Pi Officer Meeting Minutes
February 1st, 2022
5:30pm | Zoom



Presiding:

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Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

Membership Coordinator: Will VandenBos

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Review Spring 2022 schedule: [Schedule Spring 2022.xlsx](#)

All officers - continue thinking about documentation for a transition guide:

- Edit existing "Roles_Responsibilities" document and just add in that you edited information
- AND/OR: Create a new document with compiled information from your experiences.
- Strike out any outdated information (e.g. anything to do with OrgSync).

Updates on letter folding:

- TBP Mail Code: 1787-001

Engineering Career Fair - volunteering

- <https://www.signupgenius.com/go/409044fa9a8283-20221>

Media Coordinator (Ethan)

- ~~Remove Keegan from officer page~~
- ~~Update Community Service page with more recent pictures~~
- ~~Will's headshot?~~

Underclassman of the Year:

- Monday, February 14th: Send out nomination email to faculty
 - Wednesday, February 23rd: reminder email
- Monday, February 28th: Send out applications to nominees
- Wednesday, March 23rd: Applications due
- Tuesday, March 22nd: Select winner
- Monday, March 28th: Notify winner
- Tuesday, April 5th: Banquet

Potential Events:

- Canned food drive?
- Pi Day event

- Pi reciting contest/booth/giveaway
- Talk to Chassy about prize restrictions

Extra:

- 2022 Student Org Leadership Summit
 - Register: https://orgcentral.k-state.edu/CSI/rsvp_boot?id=375027
 - Partnership with Center for Student Involvement, Housing & Dining Services, and Mortar Board Senior Honorary.



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Events Coordinator: Connor Flynn

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Review Spring 2022 schedule: [Schedule Spring 2022.xlsx](#)

Engineering Career Fair - volunteering

- <https://www.signupgenius.com/go/409044fa9a8283-20221>
 - Check in at the "Employer Registration"
 - How did it go?
-

Initiate/General Body Meeting → NEXT WEEK!

Tuesday, February 22nd at 6:30pm

Paslay Auditorium [Spring2022 General Body.pptx](#)

- All officers attend and meet at 6:00pm
- Will: Send out reminder email to potential initiates
- ~~Marissa: Send email to GBM~~
- Marissa: pins and certificates
- Cookies? Hyvee?

Makeup meeting: Wednesday, February 23rd at 6:30pm

Personal Meetings

Tuesday, March 1st 6:00pm

- Officers meet at 5:30pm to set up
 - Need 6 officers total
 - Help carry tables... please
-

Pi Day Event during E-WEEK

Wednesday, March 2nd 10AM - 1PM (tentatively)

- Alex, Jacob, Connor, Ethan
- Pie giveaway for reciting pi
- What kind of pie to give away?

- Slices of pie
- Prize for whoever can recite the most digits of pi
 - 1st place: \$20 Radina's gift card
 - 2nd/3rd place: Snack basket
- Sign to learn more about TBP
- TBP banner, cloth, etc?
- QR code for TBP website
- <https://ksuemailprod.sharepoint.com/:x/s/EngineeringStudentCouncil/EZawHtHQcTFMgcmQGOKYdnsBPXQDe4iUDWsvSuQ62jwGfw?e=oaYviq>

To-Do:

- Reserve space in Engineering
- Get gift card approved?
- Check about TBP banner
- Make volunteer sheet
- Supplies for tabling
 - ID scanner?
 - Table cloth
 - Stand for info sheet about TBP



Signature Book Party

Tuesday, March 8th 6:00pm

- Will, Connor
- Dominos

Underclassman of the Year:

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- ~~Monday, February 28th: Send out applications to nominees~~

- Friday, March 11th
 - Tuesday, March 22nd: Select and notify winner
 - Tuesday, April 5th: Banquet
 - Tuesday, April 26th: Engineering Leadership Reception
-

Alumni page on our website?

- Historical archive of members
 - Would need to dig around the Google Drive
-

Ratification Ballet for Constitutional Amendment: [2021RatificationBallot.pdf](#)

- *“Adjust the Executive Council election process to utilize preferential (ranked choice) voting instead of the current process outlined in the Constitution.”*
- Constitution Article X, Sec. 3 (a)

The Executive Council has approved a constitutional amendment to the Tau Beta Pi Constitution and is submitting it to the chapters for ratification. This amendment would update the Executive Council election process used during the Convention.

[Google Site](#)

submit [ballot](#) by April 1, 2021

[information sheet](#)

[Presentation](#)

[Letter](#) Alex from Chapter services : chapters@tbp.org or 865-546-4578.

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Events Coordinator: Connor Flynn

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Review Spring 2022 schedule: [Schedule Spring 2022.xlsx](#)

Appeal for Reduced Initiation Fee

<https://drive.google.com/drive/u/0/folders/1Qm0vU9Q9R6Tc0OvoFWxm5WA2dPNY9oQ2>

Pi Day Event during E-WEEK

Wednesday, March 2nd 10AM - 1PM (tentatively)

[Pi Day Tracking](#)

Underclassman of the Year:

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- Tuesday, April 5th: Banquet
- Tuesday, April 26th: Engineering Leadership Reception

Alumni page on our website?

- When we have more free time
- Historical archive of members
- Would need to dig around the Google Drive
- OR look at TBP reporting website for each initiation semester

Tau Beta Sweatshirts

- DELAYED!!!

Graduation Cords

- Will purchase for all officers
- General Body members will pay me back

Presiding:

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Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

Membership Coordinator: Will VandenBos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

Awards Chair: Braden Funk

Things to discuss:

Adopt-A-Highway event Sunday March 27th

- RSVP for pizza:
https://docs.google.com/forms/d/1K7MyVZqPH3Q4pHUeOly91H4F18YIHQSWnDLen1kDzCA/edit?usp=drive_web
- JACOB: in charge of pizza
- ALEX: print waivers
- ALL: able to offer rides to members?
 - Meet in Engineering at 12:40pm
- Marissa: buy gloves (maybe)
- Alex: check for gloves

Crewnecks for GBM are in!

- Pickup from the front desk in the Fiedler Learning Commons.
- We have extras of Medium, Large, and XL
- If you know anyone else that wants a crewneck, let Marissa know.

Ordering graduation regalia

- https://docs.google.com/forms/d/e/1FAIpQLScTsrYYJvHRI45E-r_CYdUQ8oBs0cVbrYz07eliy2bGvwXgg/viewform?usp=sf_link
- Graduating exec members: cord paid for by TBP
- Fill out form and mark "other" as payment
- Pay for anything else that you might want

Underclassman of the Year award

- Will email officers applications to review.
- Cast your vote by the end of the week.

Initiation and Banquet: Tuesday, April 5th

- RSVP: https://docs.google.com/forms/d/e/1FAIpQLSe-0hAYtFe_gosys1wRDWlil8Gicp3yERD83sjiQsPc5Na7Tg/viewform?usp=sf_link
- Initiation 6:00pm
- Banquet 7:00pm
 - Catering Cox BBQ

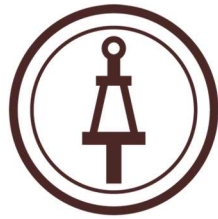
- Dean Kevin Wanklyn guest speaker

Elections and Social

- Any ideas?
 - Jackbox?
- Pass out graduation regalia (probably)
- Varsity Donuts?
- Need to have a room reserved by Tuesday, March 29th → A smaller room?
 - 1066, 1063, 1061, 1052

Speaking to Engineering Ambassadors

- Monday night at 6:30pm
- Will V → he will let us know the date



Tau Beta Pi

The Engineering Honor Society

Tau Beta Pi Officer Meeting Minutes March 29th, 2022 5:30pm | Zoom

Presiding:

President: Marissa Shivers
Vice President: Alex Hill
Corresponding/Recording Secretary: Marissa Shivers
Treasurer: Jacob Milburn
Membership Coordinator: Will VandenBos
Events Coordinator: Connor Flynn
Media Coordinator: Ethan Wheeler
Awards Chair: Braden Funk

Underclassman of the Year

- Winner: Emma Worthington
- Braden print out certificate
- Present speech at banquet
- Present speech and plaque at Engineering Leadership Reception

Adopt-A-Highway event Sunday April 3rd

- Officers attending: Marissa, Braden, Will, Connor, Jacob, Ethan
- Jacob: in charge of pizza
- MARISSA: print waivers
- **ALL: Meet in Engineering at 12:40pm**

Initiation and Banquet: Tuesday, April 5th from 6:00pm - 8:00pm

Flint Hills Room (2nd floor), K-State Student Union

- Dress: business professional
- Setup at 5:30pm (30 minutes before initiation): who can help setup? Carry items from Marissa's car to room in the Union
 - Connor, Alex, Will, Jacob (maybe), Ethan
 - **Initiation 6:00pm**
 - We will distribute certificates and pins at initiation, and give initiates their signature books

- Speaking roles - if anyone is interested in rehearsing their speaking part or wants to pick a specific one before initiation let me know, otherwise you will be randomly assigned.
 - **ALPHA** → Marissa
 - **BETA** (scholarship) → Jacob
 - **DELTA** (character) → Braden
 - **ZETA** (history) → Connor
 - Update information fill-in-the-blank
 - **CHI** (objectives) → Will
 - **GAMMA** (guide) → Alex
 - Lines candidates up alphabetically, leads candidates into the room, introduces them, and later distributes and collects the motto strips, and distributes the Bents.
 - **MU** → Ethan
 - Acts as an assistant to GAMMA, arranging the Bents, distributing and collecting the motto slips, and *supervising the signing of the Roll Book*.
- Ethan: Take picture after initiation
- **Banquet 7:00pm**
 - Catering Cox BBQ
 - Who can pick up the food at 6:45pm?
 - Alex
 - Dr. Kevin Wanklyn guest speaker; Dr. Lisa Wilken and Dean O'Keefe are also attending
 - Executive board helps serve food
 - Advertise executive board positions
- Need 2-3 people to help clean up afterwards
 - Ethan, Will, Alex
- Questions?
- Let me know now if you can't make it, otherwise you are expected to attend.
- Jori Vangoethem → has to be initiated next semester

Elections and Social

- April 12th or April 19th?
- Senior send-off? Not sure when regalia will come in
- Any ideas?
 - Jackbox (Quiplash)
- **Officer elections**: Need to prepare Google form to apply (ranked choice)
 - Speech at elections?
 - Any recommendations for who would be a good fit?

- Eric Yu → Media Coordinator
- Max Immenschuh (Connor)
- Varsity Donuts? Jacob figure out?
- Marissa will reserve room
 - 1066, 1063, 1061, 1052

Engineering Leadership Reception: Tuesday, April 26th at 5:30pm, K-State Student Union Main Ballroom

- Marissa, Braden, Jacob, Will

Speaking to Engineering Ambassadors

- Monday night at 6:30pm
- Will Van → let us know the date

Hand sanitizer

Paper towels

Sanitizing wipes

Tongs

Plates, silverware, cups

Napkins

Dessert (brownies, cookies)

Brioche Buns

Lemonade



Tau Beta Pi Officer Transitions

May 3rd, 2022

5:30pm | Zoom

Outgoing Officers:

- **President:** Marissa Shivers
- **Vice President:** Alex Hill 316-250-3885
- **Membership Coordinator:** Will VandenBos
- **Treasurer:** Jacob Milburn 6208998028
- **Corresponding/Recording Secretary:** Marissa Shivers
- **Events Coordinator:** Connor Flynn
- **Media Coordinator:** Ethan Wheeler
- **Awards Chair:** Braden Funk

Incoming Officers + contact information:

- **President:** Will VandenBos 913-717-0848
- **Vice President:** Connor Flynn 913-998-0259
- **Membership Coordinator:** Braden Funk 913-832-3014
- **Treasurer:** Nick Divilbiss (913) 832-9917
- **Corresponding Secretary:** Jacob Bengel (913) 653-7476
- **Recording Secretary:** Alex Howard
- **Events Coordinator:** Eric Yu

Primary Method of Communication:

- GroupMe

Google Drive credentials:

- Username: k.state.tbp@gmail.com
- Password: kstatetbp2022

Officer credentials and signatures for TBP HQ

-

Required Events:

- Fall:
 - Eligible initiate information session
 - General body meeting(s)
 - Personal Meetings/Interviews
 - Signature Book Party/Social (will have food)
 - KS Hill service event (pizza afterwards)
 - Adopt-a-Highway service event (pizza afterwards)

- Initiation (+ speaking part) and Banquet
- Spring:
 - Eligible initiate information session
 - General body meeting(s)
 - Personal Meetings/Interviews
 - Signature Book Party/Social (will have food)
 - Adopt-a-Highway service event (1 of 2)
 - Adopt-a-Highway service event (2 of 2)
 - Initiation (+ speaking part) and Banquet
 - End-of-year Elections and Social (will have food/donuts)

Any questions?

Breakout Rooms:

- **Room 1:**
 - Marissa Shivers
 - Jacob Bengel
 - Go over corresponding secretary duties
 - Will V. join after done with Braden
- **Room 2: Vice President**
 - Alex Hill
 - Connor Flynn
- **Room 3: Treasurer**
 - Jacob Milburn
 - Nick Divilbiss
- **Room 4: Membership Coordinator**
 - Will VandenBos
 - Braden Funk

Will and Marissa

- TBP convention credentials
- Renew Student Org registration with CSI
 - <https://orgcentral.k-state.edu/CSI/blog/register-renew-your-student-organization-now!-deadline-may-13th./7631/>
- Media Coordinator
 - Website access
 - Duties involved
 - Website updates
- Awards Chair
 - Primary duties in Spring only
- Main takeaways
 - Reserve the Union for initiation/banquet as early as possible

- Contact a caterer AT LEAST one month in advance
 - For general body meeting
 - Heavily advertise open officer positions
 - Advertise scholarship and fellowship deadlines
- KC TBP Alumni Group
 - Marissa is going to try and join
 - Potential to stay active as an advisor/alumni member
- Let me know if you have any questions about anything... ever
 - Marissa Shivers: 785-250-1710